# *CLASSIFICATION*
## IN A
## DELEGATION OF CLASSIFICATION AUTHORITY (DCA) ENVIRONMENT

## *"A NEW APPROACH"*

# TRAINING OBJECTIVES

✔ Overview of DCA

✔ Overview of Classification Principles

✔ How to Write and Classify Job Descriptions

  ⇒ Traditional Tools

  ⬜ Automation Tools

✔ Overview of Regionalization

# BACKGROUND

Converging Initiatives

✔ Delegation of Classification Authority

✔ Regionalization

⇒ Classification proponency to SECPOC 11/17/97

✔ Modernization

 Automation (PD Library, COREDOC, Automated        Master File, PERMISS, CPOL)

# DELEGATION OF CLASSIFICATION AUTHORITY (DCA)

# **BACKGROUND**

- ✔ Classification and Budget Authority delegated at HQ TRADOC in 1990 under Manage Civilian to Budget (MCB)
- ✔ Delegated to Directors
- ✔ CPAC provided advisory classification decision

# **POLICY AND GUIDANCE ON DELEGATION**

OASA(M&RA) Guidance on DCA, dated 17 Nov 97

✔ Rescinds Managing Civilians to Budget (MCB)

✔ Delegate classification authority through chain of command **or** to CPOC

✔ No classifiers in CPAC

# POLICY AND GUIDANCE ON DELEGATION (DCA)

TRADOC Policy

✔ Delegate to management

⇒ No lower than directorate level or large divisions

✔ Training mandatory

✔ Local procedures to resolve alignment issues

✔ Accountability

# HQ TRADOC IMPLEMENTATION PLAN

✔ Delegated through supervisory chain

⇒ No lower than directorate or special staff level

✔ HQ TRADOC Civilian Personnel Management Policy memorandum, dated 26 May 97 still valid

✔ Elevate classification disagreement or precedent setting action to C/S

✔ Quarterly R&A to C/S

# HQ TRADOC IMPLEMENTATION PLAN

- Mandatory Training Prior to Delegation
  - ✔ General Officer
    - ⇒ Executive Briefing (30 minutes)
  - ✔ Director
    - ☐ Briefing on philosophy and demo automation tools (2 hours)
  - ✔ Director or designee
    - ☐ In-depth classification training (8 hours)
- Delegation Letter issued after

## RESPONSIBILITIES

Commander

✔ Delegate and exercise classification authority

✔ Implement accountability measures

✔ Take corrective action if authority is abused

✔ Train managers and supervisors

✔ Meet labor organizations obligations

# RESPONSIBILITIES

Managers and Supervisors

✔ Attend required training

✔ Exercise authority consistent with policy and regulations

✔ Contact CPOC for technical information

✔ Use automation tools

✔ Document classification rationale

# RESPONSIBILITIES

Staff Writers
✔ Attend required training
✔ Perform analysis for Manager exercising consistent with policy and regulations
✔ Contact CPAC on general procedures
✔ Contact CPOC for technical information
✔ Use automation tools

# **RESPONSIBILITIES**

CPAC Advisors (on-site) provide guidance on:

✔ PD format

✔ Appropriate classification standards

✔ Use of automation tools

✔ Reorganization Planning

✔ Position Management

✔ Classification Appeal Procedures

✔ Alignment, High Grade, etc.

# **RESPONSIBILITIES**

SECPOC Classifiers (Ft Benning, GA):

✔ Advise on standards interpretation

✔ Provide classification advisories, as requested

✔ Conduct position audits when requested or        needed (phone, e-mail, FAX, TDY)

✔ Provide feedback to supervisor on        classification disagreement

# CLASSIFICATION PHILOSOPHY

✔Focus of decision-making is Management

　Not CPAC or CPOC

✔Authority delegated through management chain of command

✔Managers are responsible for accuracy of JD, classification decision, position management, and avoidance of misassignments

## CLASSIFICATION AUTHORITY

✔Delegated through management chain

✔Training required prior to delegation

✔Delegation is to a person **NOT** a position

✔Delegate in writing

✔Delegation applies only to positions under the supervisory control of the manager

✔Delegation terminated if manager

# CLASSIFICATION AUTHORITY

✔Cannot be delegated to someone on temporary assignment or detail

✔Managers may not classify their own position

✔Classification of positions which will impact the grade of the manager must be approved at a level in the chain of command which is beyond the possible impact

# CLASSIFICATION PRINCIPLES

# WHAT IS POSITION CLASSIFICATION?

Process of Planning, Establishing, & Executing Job Analysis and Job Evaluation Programs IAW Laws, Rules, Regulations, and Guides to Ensure Equitable Pay Treatment for Employees

## POSITION CLASSIFICATION

The process of determining:

✔ PAY PLAN - GS/WG

✔ TITLE - Accountant/Carpenter

✔ SERIES - 0510/4707

✔ GRADE - 11/07

*Consistent with prevailing laws, standards, and guides*

## LEGAL BASIS

✔ Title 5 United States Code, Chapter 51

- Provides for GS and FWS systems
- Section 5104 provides definitions for GS grade levels

- rects OPM to issue Regulation directs OPM to issue Regulation and (CFR) controls

- Describes classification system

- Explains rules for FWS

# OPM GUIDELINES

✔ Position Classification Standards for GS jobs

✔ Job Grading Standards for FWS jobs

✔ Classifier's Handbook

✔ Significant Classification Decisions

# CLASSIFICATION RULES

✔ Evaluate the TOTAL Position

✔ Evaluate the POSITION -

### *NOT THE PERSON*

✔ Evaluate Each Position on its Own Merits

✔ Consider the Intent of the Standard

# POSITION CLASSIFICATION OBJECTIVES

✔ Equal Pay for Substantially Equal Work

✔ Different Pay for Different Knowledge & Skill Requirements

✔ Reasonable Alignment with Rates Paid by Industry

## STANDARD OF ADEQUACY

✔ Job Description is adequate if it contains sufficient information for classification purposes and information necessary to recruit qualified candidates

## MAJOR DUTY

✔ GS Positions

  ☐ Occupies 25% or more of employee's time and is different series or grade work

### OR

  ☐ requires additional qualifications

✔ FWS Positions

  ☐ Any duty that occupies the employee's time on a regular and

# PERFORMS OTHER DUTIES AS ASSIGNED

✔ Duties which do not meet the criteria for a Major Duty

✔ Assignment of duties to an employee is not limited to major duties

✔ Reasonably related to the employee's position and qualifications.

# **GRADE DETERMINATION**

✔ GS Positions

 Mixed Series - highest level work 25%

 Mixed Grade - highest level work 51%

✔ FWS Positions

 Highest level of regular and recurring work governs the grade regardless of the amount of time performed

## ACCOUNTABILITY

✔ Your decision to assign a grade outside the normal alignment for the organization could be a target for class appeal/consistency review

✔ Erroneous decisions could set precedents which, historically, have caused agency directed mass corrections
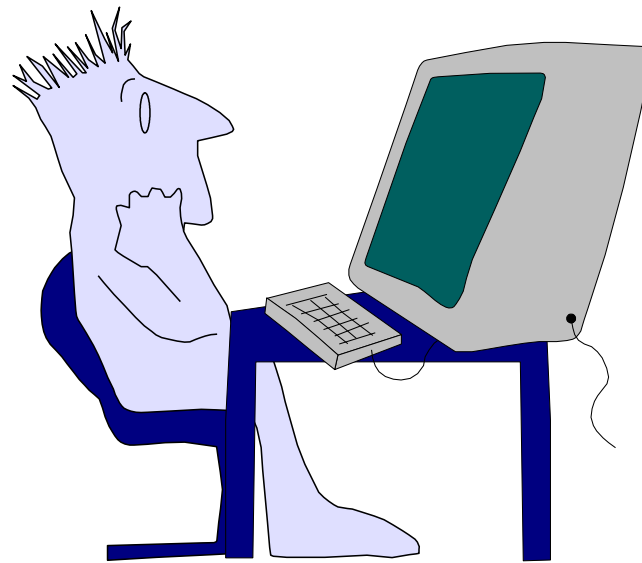
✔ Could result in grade controls being imposed

# MISASSIGNMENT

✔ Employee not assigned the major duties in the  JD
✔ Employee assigned major duties not in the JD
✔ Temporary assignments become permanent and not in the JD (over 30 days)
✔  Work may be at lower, higher, or same grade as on the official JD

# HOW TO WRITE AND CLASSIFY A JOB DESCRIPTION
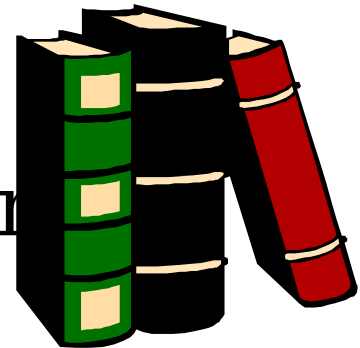
# TRADITIONAL TOOLS

# JOB DESCRIPTION FORMAT

✔ Write duties in format of grade -controlling standard

✔ Include percentage for each major duty

✔ Include "Performs other duties as assigned"

# POSITION CLASSIFICATION STANDARDS

✔ Series Definition
✔ Exclusions
✔ Occupational Information
✔ Factors
✔ Titles
✔ Grade Level Criteria

# JOB DESCRIPTION FORMAT -NONSUPERVISORY-

## NARRATIVE-GS

-Supervisory Controls
-Major Duties
-Performs other
  duties as assigned

## FES-GS

-Major Duties
-Performs other
  duties as assigned
-Knowledge Required
-Supervisory Controls
-Guidelines
-Complexity
-Scope and Effect
-Personal Contacts
-Purpose of Contacts
-Physical Demands
-Work Environment

## FWS

-Major Duties
-Performs other
  duties as assigned
-Skills and
  Knowledge
-Responsibility
-Physical Effort
-Working Conditions

# JOB DESCRIPTION FORMAT -SUPERVISORY-

## GS

-Major Duties
-Performs other duties as assigned
-Program Scope & Effect
-Organizational Setting
-Supervisory & Managerial Authority
 Exercised
-Personal Contract
-Difficulty of Typical Work Directed
-Other Conditions

## FWS

-Major Duties
-Nature of Supervisory
 Responsibility
-Level of Work Supervised
-Scope of Work Operations
-Performs other
 duties as assigned

# EVALUATION PROCESS

✔ Determine the Pay Plan

(e.g.., GS/WG/WL/WS)

✔ Determine Occupational Series

✔ Compare Duties & Responsibilities to Appropriate Classification Standard(s)  to determine grade

# **CLASSIFICATION RATIONALE**

1.  <u>Organizational Location</u>:  Command, DCS, Directorate, Division, Branch, Section, Installation

2.  <u>Reference</u>:  List standards used to determine
    title, series, and grade of the position.

3.  <u>Grade Determination</u>:  Briefly describe how you
    applied the grading criteria to determine the
    grade of the position.

4.  Final Classification:  Title, Pay Plan, Series

# **AUTOMATION TOOLS**

# AUTOMATION TOOLS

✔ PD Library (http://cpol.army.mil)

⇒ Accurately classified Army job descriptions

✔ COREDOC (http://www.cpms.osd.mil)

 Automated job description and evaluation

✔ Civilian Personnel On line (CPOL) (http://cpol.army.mil)

 Classification Standards

# AUTOMATION TOOLS

✔ PERMISS (http://cpol.army.mil)
  ⇒ Publication of DA policies and guidance on personnel

✔ Regionalization and Systems Modernization (http://www.cpms.osd.mil)
  - Click on Regional and Sys Modernization Div
  - Click on Personnel Process Improvements
  - Download COREDOC User Manual

## WHAT IS PD LIBRARY?

✔A data base of JDs in current use throughout

   Army

✔Selected, reviewed and submitted by CPACs

   and CPOCs

✔Approved by MACOMs

# PD LIBRARY FEATURES

✔ Search by title, series, grade, JN, installation,

  MACOM and Region, key words or phrases

✔ JDs may be downloaded and edited

✔ JDs electronically attached to a PERSACTION SF 52

✔ DA **guarantees** classification accuracy (if unedited)

# COREDOC

Automated personnel process which produces a single document containing:

✔ Position Description & Evaluation Statement

✔ Recruitment criteria (KSAs)

✔ Performance Management Plan

✔ Training Requirements

✔ Designed to be used by Managers.

# COREDOC

✔ Now covers 112 occupational series

✔ Sixteen (16) additional series identified for coverage

✔ Open System Version - Part of Personnel Process Improvement (PPI) automated suite

✔ Stand-alone Version - may be downloaded from WWW (http://www.cpms.osd.mil)

# **COREDOC**

✔ Unedited COREDOC is accurately classified

✔ COREDOC with only minor changes will be

   considered accurately classified

✔ COREDOC with major edits/changes to factors

   will be reviewed by CPOC Classification

Specialists

# AUTOMATED MASTER FILE

✔ Developed by SECPOC

✔ Electronic copy of current job descriptions

✔ http://150.226.212.101/formslib

⇛ Select the installation

  File directories based on series

  File name (grade+job number)

# POSITION CLASSIFICATION NAVIAGATOR

✔ Classification guide developed by SECPOC

⇒ Automated tools

 Reviewing and developing job descriptions

 Classifying position

 Processes and procedures

✔ http://www.cpol.army.mil

 Click on Regional Homepage

 Click on Southeast Region

 Click on Navigator

# REGIONALIZATION
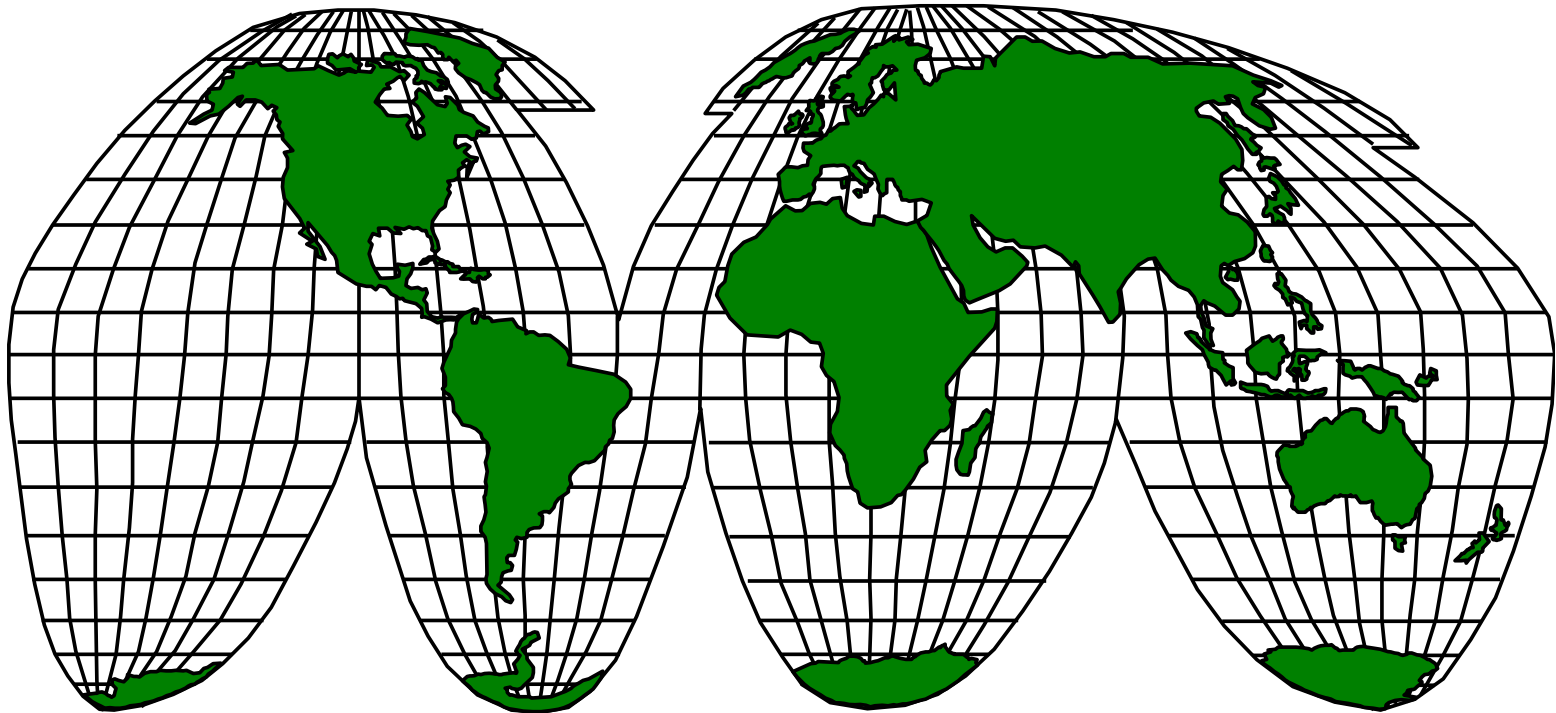
# REGIONALIZATION

Classification to SECPOC 11/17/97

✔ Standard Processing Goals

✔ Identified Classifiers to service Ft Monroe

✔ Job Description Cover Sheet

✔ Documentation of Classification Rationale

✔ SF-52 for Classification Action

✔ Position Classification Navigator

✔ Automated Master Files

SECPOC Classification Goals
- ✔Review existing job descriptions
  - 5 workdays
- ✔Review individualized job descriptions
  - 30 workdays

# POCs

SECPOC Points of Contact
- ✔ Virginia Miller - DSN 835-9602
  - ⇒ GS-13 to 15 positions
- ✔ Mae Horsey - DSN 835-9608
  - GS-1 to 12 positions
- ✔ Doreen Calvo - DSN 835-9451
  - MEDCOM positions

## JD COVER SHEET

✔ Cover sheet allows for electronic transmission and storage of new job descriptions

✔ Replaces DA 374 (job description form)

✔ Includes information relating to:

⇒ Organization Location

◻ Title, Series, and Grade of the position

◻ Standard Citation

◻ Typed name of DCA manager

◻ Date classified by DCA manager

# REVIEW ACTIONS

✔ PERSACTION - electronic SF-52

✔ Electronically attach and transmit

- Revised job description
- Classification rationale
- Background material